

## **APPENDIX 2 TO ANNEX A: MISSIONS AND FUNCTIONS**

### **A-2-1. GENERAL**

This appendix defines organizational missions and functions for the DOT Alaska Region ESF-1 Organization described in Chapter 2 and Annex A, and depicted in Appendix 1 to Annex A.

### **A-2-2. MISSION**

Provide emergency transportation support to the State of Alaska and other Federal agencies by managing and coordinating Federal emergency transportation operations within the Alaska Region during and following any declared civil or national defense emergency.

### **A-2-3. FUNCTIONS**

- a. Director (RETCO).
  - (1) Plan, coordinate, and execute emergency transportation tasks and responsibilities within the Alaska Region in accordance with all applicable statutes, directives, and plans.
  - (2) Keep the Secretary of Transportation, heads of regional modal administrations, and the DOT Crisis Coordinator informed of all pertinent facts and circumstances related to regional emergency transportation plans and operations, to include impacts on local economies and the public interest.
  - (3) Coordinate directly with the FEMA Federal Coordinating Officer (FCO) or designated local representative, regional crisis coordinators of other Federal agencies, heads of State transportation agencies, and regional segments of the transportation industry, as considered necessary, prudent, and appropriate.
- b. Deputy Director (RETREP).
  - (1) Develop and maintain appropriate call-down rosters in coordination with supporting regional operating administrations. Initiate call-down notification procedures to activate all or portions of the regional ESF-1 organization, as authorized by the RETCO.

- (2) Monitor actual or potential emergency situations prior to assembly of the activated regional ESF-1 organization. Upon assembly, be prepared to provide briefings on the developing emergency situation, including--
  - (a) Current on-scene conditions.
  - (b) A summary of regional transportation response actions taken or planned.
  - (c) A summary of response actions taken or planned by external agencies, including--
    - 1 Other Federal agencies.
    - 2 State government agencies.
  - (d) Recommend options or courses of action to the RETCO, based on available information.
  - (e) Establish and maintain communications between the Alaskan Region ESF-1 Organization and the DOT Headquarters Crisis Management Center (CMC), designated ESF-1 regional support agencies, supporting emergency organizations from other regions, the Alaska Emergency Coordination Center (ECC), and other governmental and voluntary agencies (VOLAGs), as appropriate.
  - (f) Deactivate the regional ESF-1 organization, when so directed by the RETCO or other appropriate authority.
  - (g) Assume duties as Director of the regional ESF-1 organization in the absence of the RETCO or as delegated by the RETCO.
  - (h) Perform other duties as directed by the RETCO.
- c. Operations Section.
  - (1) Develop, execute, and coordinate regional emergency transportation operations in support of State priorities and Federal objectives.
  - (2) Process, coordinate, and provide transportation support included in RFAs received from the State government and other supporting Federal agencies.
  - (3) Where appropriate, develop options or recommendations for consideration by the RETCO or RETREP.

- (4) Ensure that intended courses of action are coordinated with those of the FCO, Federal on-Scene Commander (FOSC), or other lead Federal official, the DOT Crisis Coordinator, other Federal agencies, and State government agencies, as appropriate.
  - (5) Implement an effective action tracking system and maintain a status board of assigned actions.
  - (6) Review outgoing actions for sufficiency and ensure that assigned time-sensitive or suspense actions are properly completed within assigned time limits.
  - (7) Coordinate the operations portion of status briefings with the Information and Planning Section.
  - (8) Prepare and submit the operations portion of situation reports (SITREPs) to the Information and Planning Section.
- d. Information and Planning Section.
- (1) Plan regional emergency transportation response and recovery operations in coordination with the Operations Section.
  - (2) Continuously monitor all actual or potential emergency situations. Collect, analyze, and evaluate relevant information from all sources.
  - (3) Provide network analysis of the regional transportation infrastructure, based on all available information.
  - (4) Ensure internal coordination within the regional ESF-1 organization by collecting and disseminating relevant information between and among organizational elements.
  - (5) Establish and maintain continuous liaison with and disseminate relevant transportation-related information to other Federal agencies, State and local governments, and VOLAGs, as may be necessary and appropriate.
  - (6) Serve as the primary liaison to ESF-5 (Information and Planning), when activated.
  - (7) Prepare all briefings and situation reports.
- e. Logistics/Finance Section.
- (1) Provide logistical and financial management support of regional emergency transportation operations.

- (2) Perform necessary and appropriate sourcing, purchasing, and contracting functions.
- (3) Receive all incoming RFAs and ensure that Mission Assignment and related funding data are properly authenticated. Transfer authenticated RFAs directly to the Operations Section for action.
- (4) Coordinate with FEMA, as appropriate, to obtain authority to expend additional funds when requested transportation support exceeds the funding limits of associated MAs.
- (5) Obtain and retain copies of all FEMA Mission Assignments (MAs), authenticated RFAs, and vendor billing statements. Determine availability of funds and issue fund citations as necessary and appropriate.
- (6) Issue fund citations to the Administrative Section for the travel, transportation, and per diem of activated members of the regional emergency organization.
- (7) Continuously track the status of all expenditures; maintain financial and logistical status boards.
- (8) Initiate payments to vendors in accordance with contracts or other agreements.
- (9) Consolidate and submit expenditure documentation for reimbursement by FEMA or other supported agencies to the extent provided for in existing plans, directives, or statutes.
- (10) Develop procedures to account for and manage all government property, including property that is purchased, leased, rented, or loaned in connection with emergency transportation operations.
- (11) Develop and implement appropriate physical security and access control measures, if not provided by FEMA or another host agency.
- (12) Coordinate requirements for additional administrative support resources directly with FEMA or supporting regional operating administrations, as appropriate.
- (13) Maintain a status board of administrative actions.
- (14) Collect and maintain appropriate records, to include correspondence, files, logs, and reports for historical purposes and subsequent preparation of after action reports or post-incident reviews.
- (15) Maintain and account for computer, communications, and other technical support equipment not provided by other agencies.

- (16) Provide clerical support, communications equipment, computer hardware and software, maps and charts, and other necessary administrative support.
- (17) Maintain financial and personnel records for personnel assigned or detailed to the regional emergency organization.
- (18) Ensure the availability of appropriate Employee Assistance Programs (EAPs) that address the effects of intensive, traumatic, or prolonged emergency response activities on members of regional ESF-1 organizations and their families.

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